



**ONLINE EXHIBITOR MANUAL**  
**June 16, 17, 18, 2020**  
 Messe Stuttgart, Germany

## DELIVERIES TO MESSE STUTTGART

### Attention! Very Important!

#### Messe Stuttgart will not accept any consignments.

Please only address your consignments to your exhibition booth (address 1 – as described below) if you are certain that someone will be at the booth to accept the consignment.

Experience shows that the various courier services hardly ever observe delivery dates. Messe Stuttgart will not accept your consignment, i.e. it will be returned, if there is no representative at your booth to accept it.

If you cannot ensure that your booth will be manned during the delivery time, our forwarding agent provides an acceptance service you can use (address 2).

You can call Schenker on **Tel. +49 711 18560-3300** and have the consignment brought to your exhibition booth. You must notify [fairs.stuttgart@dbschenker.com](mailto:fairs.stuttgart@dbschenker.com) of the consignment, including the following information: event, hall, booth, dimensions of consignment, weight, day of provision of booth, and invoice recipient.

The forwarding agent will invoice additional costs for acceptance, storage and delivery of consignments to you. Should you have any questions on delivery or costs, please contact the forwarding agent, Schenker Deutschland AG, on tel. +49 711 18560-3300.

## 1. Address for deliveries made direct to your booth:

[Company]

c/o Landesmesse Stuttgart GmbH

[Name of trade fair]

[Hall/booth number]

**Einfahrt: Tor 1**

**70629 Stuttgart Messegelände**

For the freight delivery access plan, please [click here](#).

Für die Beschickungsplan bitte [heir klicken](#).

## 2. Address for forwarding agent:

Schenker Deutschland AG

– DB SCHENKERfairs –

**Einfahrt: Tor 1**

**70629 Stuttgart Messegelände**

[Name of client]

[Company]

[Hall/booth number]

We operate exclusively in accordance with the German Freight Forwarders' General Terms and Conditions 2017 (ADSp 2017) and – if they do not apply for performing logistics services – with the Logistics Terms and Conditions (General Terms and Conditions of Logistics-Services Providers), as of March 2006

Note: In clause 23, the ADSp 2017 deviates from the statutory liability limitation in section 431 German Commercial Code (HGB) by limiting the liability for multimodal transportation with the involvement of sea carriage and an unknown damage location to 2 SDR/kg and, for the rest, the customary liability limitation of 8.33 SDR/kg additionally to Euro 1.25 million per damage claim and EUR 2.5 million per damage event, but not less than 2 SDR/kg.

### Please note the traffic guidance system in operation.

For this information in German, please [click here](#) / Für die Anlieferung bei der Messe Stuttgart bitte [heir klicken](#).

**EXHIBITION TIMETABLE****Build-Up Timetable - Hall C2 Global Automotive Components & Suppliers Expo 2020**

For build-up information for Automotive Testing Expo (Halls 8 & 10), Automotive Interiors Expo (Hall 4) and Autonomous Vehicle Technology Expo (Hall 6), please [click here](#)

**Please note: Global Automotive Components and Suppliers Expo will have one official build-up day only – Monday, June 15, 2020.**

Build-Up Days	
Monday, June 15, 2020	07:00 – 22:00

Please note that if a contractor is working in another hall, they will not be permitted access to Hall C2 before Monday, June 15 without prior permission from the organizer.

**For more information, please contact: [gacs@ukimediaevents.com](mailto:gacs@ukimediaevents.com).**

All major building works must be completed and excess products and packaging materials removed no later than 18:00 on Monday, June 15, 2020.

If you intend to work through the night, you must obtain permission from the organizer's office before 16:00 the same day. Please note that there will be a charge made to exhibitors by the venue if you wish to be in the exhibition hall after hours.

The Exhibitor Services team cease work at 20:00 on Monday, June 15, 2020. It is therefore essential that all exhibitors arrive on-site before this time to inspect their booths and to ensure that all orders have been met.

The organizer has appointed European International Fairs Ltd to be the official freight and on-site handling agent. This will be the only company allowed to manage and operate forklift trucks. This is for safety reasons as well as insurance ramifications. No other external forklift trucks will be allowed in the building or in the exhibition grounds.

Please ensure that you organize waste removal before the order form checklist deadline using the online exhibitor manual Order Form.

**Charges made for removal of any structures or waste material will be invoiced to the exhibitor.**

Exhibition Opening Hours	
Tuesday, June 16, 2020	10:00 – 17:00
Wednesday, June 17, 2020	10:00 – 17:00
Thursday, June 18, 2020	10:00 – 17:00

Breakdown Timetable	
Thursday, June 18, 2020	17:30 – 24:00 (midnight)

**No extra breakdown time is permitted in Hall C2: the hall must be completely clear by 24:00 (midnight) on Thursday, June 18, 2020.**

No exhibits may be removed before the exhibition closes at **17:00 on Thursday, June 18**. Nor will any contractors be allowed into the halls until this time – please ensure that you have briefed your contractors accordingly.

When the exhibition closes at 17:00, the carpet will be taken up as quickly as possible. Exhibitors are requested not to put anything in the aisles which might impede this activity. Empty cases and packing material stored with the official on-site handling agent will not be delivered until the carpet has been removed.

When the carpet has been removed, the estimated time for the return of empty cases will be between 2 and 3 hours. Exhibitors who require forklift assistance for repacking and/or loading should note that this will only be available once all the empties have been returned. We appreciate your patience in this matter.

**Exhibitors are reminded that security will cease once the exhibition has closed. Items of value left on the booth, including freight, are the responsibility of the exhibitor. Please speak to the organizer if you would like to hire a security guard for this period or if you would like to arrange to have your goods moved into secure storage prior to the arrival of the forwarding agent.**

All materials, packaging and waste must be removed from the halls and booth dismantling completed by 24:00 (midnight) on Thursday, June 18, 2020.

For further information regarding the exhibition timetable, please contact the organizer: [gacs@ukimediaevents.com](mailto:gacs@ukimediaevents.com).

**BOOTH PARTIES**

If exhibitors wish to hold a meeting or party on their booth after the official show closing hours, they should complete the **application form**.

Please note that there is a charge for remaining in the exhibition hall after hours.

**HALL TECHNICAL INFORMATION**

The standard height of any individual exhibition booth is considered to be 2.5m (8 feet). However, subject to submitting a Booth Check Form and receiving permission to build, all exhibiting companies may, if they wish, build their booth to the height allowed at their location in the exhibition hall. It is therefore possible that there may be booths around you that have built up to or suspended down from heights exceeding 2.5 meters. Please contact the organizer if

you have any questions regarding the build height of the booths around you.

**Please click here to view the Technical Guidelines of Messe Stuttgart in English and German.**

**Please note the following maximum floor-loading and height restrictions:**

#### **Hall 8: Automotive Testing Expo**

**Floor-loading:** 33 kN/m<sup>2</sup> on concrete floor, maximum load over service ducts is 16 kN/m<sup>2</sup>.

**Build heights:** The maximum build height to build up to is 6.0 meters.

**Restrictions:** Nothing must be suspended from the ceiling between 5.0m and 6.0m from the hall floor in front of the heating and ventilation systems. Construction heights in front of the heating and ventilation systems are limited.

Please **click here** for further information.

**Suspensions:** Suspensions from the ceiling are possible up to 8.9m. Please **click here** for more information.

**Please click here to view the technical floorplan for Hall 8**

#### **Hall 10: Automotive Testing Expo**

**Floor-loading:** 33 kN/m<sup>2</sup> on concrete floor, maximum load over service ducts is 16 kN/m<sup>2</sup>.

**Build heights:** Main hall: the maximum build height to build up to is 6.0 meters.

**Restrictions:**

Under the Lateral Nave – The maximum build height to build up to is 5.0 meters in front of the ventilation system, and 6 meters in a clear area. Nothing must be suspended from the ceiling between 5.0m and 6.0m from the hall floor in front of the heating and ventilation systems.

In front of the Lateral Nave – Nothing must be suspended from the ceiling between 8.5m and 9.5m from the hall floor in front of the heating and ventilation systems. Please **click here** for more information.

**Suspensions:**

Under the Lateral Nave – Suspensions from the ceiling are possible up to 8.0m.

In front of the Lateral Nave – Suspensions from the ceiling are possible up to 8.9m.

Rest of Hall – Other heights are available in the middle of the hall on request.

**Please click here to view the technical floorplan for Hall 10**

#### **Hall 4: Automotive Interiors Expo**

**Floor-loading:** 33 kN/m<sup>2</sup> on concrete floor, maximum load over service ducts is 16 kN/m<sup>2</sup>.

**Build heights:** The maximum build height to build up to is 6.0 meters.

**Restrictions:**

Nothing must be suspended from the ceiling between 5.0m and 6.0m from the hall floor in front of the heating and ventilation systems. Construction heights in front of the heating and ventilation systems are limited. Please **click here** for further information.

**Suspensions:** Suspensions from the ceiling are possible up to 8.9m.

**Please click here to view the technical floorplan for Hall 4**

#### **Hall 6: Autonomous Vehicle Technology Expo**

**Floor-loading:** 33 kN/m<sup>2</sup> on concrete floor, maximum load over service ducts is 16 kN/m<sup>2</sup>.

**Build Heights:** The maximum build height to build up to is 6.0 meters.

**Restrictions:**

Nothing must be suspended from the ceiling between 5.0m and 6.0m from the hall floor in front of the heating and ventilation systems. Construction heights in front of the heating and ventilation systems are limited. Please **click here** for further information.

**Suspensions:** Suspensions from the ceiling are possible up to 8.9m.

**Please click here to view the technical floorplan for Hall 6**

#### **Hall C2: Global Automotive Components & Suppliers Expo 2020**

**Floor-loading:** 16 kN/m<sup>2</sup> for both the concrete floor and service ducts.

**Build heights:** The maximum build height to build up to is 6.0 meters.

**Restrictions:** N/A.

**Suspensions:** Suspensions from the ceiling are possible up to 8.5m.

**Please click here to view the technical floorplan for Hall C2**

**Please note that the Messe Stuttgart Technical Guidelines must be complied with, especially point 4, Booth Regulations.**

**Please note that in all halls, structural pillars can be clad with booth construction material, but securing, fixing or sticking objects on them is not permitted.**

In all halls, the suspension of objects connected to the floor is not permitted. The minimum clearance height between suspensions and items on the floor (booth construction) is 50cm (please refer to section 4.7.5 Technical Guidelines of LMS).

To view the current technical floor plan showing the service channels and build height restrictions, please click on the links below:

**Automotive Testing Expo 2020: Halls 8 & 10**

**Automotive Interiors Expo 2020: Hall 4**

**Global Automotive Components and Suppliers Expo 2020: Hall C2**  
**Autonomous Vehicle Technology Expo 2020: Hall 6**

A detailed booth plan showing the dimensions of any structural pillars within your booth can be requested by email:

**Automotive Testing Expo 2020: [atxeu@ukimediaevents.com](mailto:atxeu@ukimediaevents.com)**  
**Automotive Interiors Expo 2020: [interiors@ukimediaevents.com](mailto:interiors@ukimediaevents.com)**  
**Global Automotive Components and Suppliers Expo 2020: [gacs@ukimediaevents.com](mailto:gacs@ukimediaevents.com)**  
**Autonomous Vehicle Technology Expo 2020: [avt@ukimediaevents.com](mailto:avt@ukimediaevents.com)**

#### FREIGHT FORWARDING & ON-SITE HANDLING AGENT

The organizer appoints European International (Fairs) Ltd to be the official freight and on-site handling agent.

European International (Fairs) Ltd  
 Units 6 & 10  
 Skitts Manor Farm  
 Moor Lane, Marsh Green  
 Edenbridge, Kent TN8 5RA  
 UK

**Tel:** +44 1732 860330

**Contacts:** Steven Maddock / Mark Bartucci

**Contact Mobile Nos:** +44 (0)7585 228317 / +44 (0)7853 209646

**Email:** [steven.maddock@european-intl.com](mailto:steven.maddock@european-intl.com) / [mark.bartucci@european-intl.com](mailto:mark.bartucci@european-intl.com)

**Web:** [www.european-intl.com](http://www.european-intl.com)

Please [click here](#) for the Freight & On-Site Handling Instructions.

You are not required to use the official agent for freight transit to Messe Stuttgart but they will be happy to provide you with a competitive quotation.

#### **IMPORTANT NOTE: Use of Forklifts Inside the Hall**

European International (Fairs) Ltd will be the only company allowed to manage and operate forklift trucks. This is for health & safety, insurance and legal ramifications. No other external forklift trucks will be allowed to operate in the building or in the exhibition grounds.

**Deliveries:** Please do not use the Messe Stuttgart address for freight deliveries. Please contact the official freight agent for delivery instructions. If you are planning to send small packages via courier, we would advise that you send them either to your hotel, to minimize the risk of misplacing the package at the venue, or use the official freight forwarding agent.

#### **Import & Export of Exhibition Goods**

The misdeclaration of cargo entering or leaving a country – either in error or intentionally – is a serious offence. The import (and re-export) of merchandise (including for exhibition purposes) is strictly controlled and should be strictly adhered to. Non-compliance with either national or international customs regulations – such as misdeclaration of cargo (smuggling) – is a criminal offence, and may result in significant fines, additional costs, confiscation and possible arrest/custodial sentence(s).

#### **HOTEL & TRAVEL SERVICES**

##### **Accommodation**

No time to hunt for excellent, affordable accommodation? We offer you the opportunity to book directly through our official partner RAI Hotel Services so you can find accommodation that meets your requirements and suits your budget with ease.

- Profit from the best rates
- No administration or handling fees
- Wide selection of hotels

##### **Individuals & Individual Groups (2 to 10 rooms)**

You can reserve your hotels directly using the **online reservation system**. Just enter your arrival and departure date and make your choice from a wide selection of hotels. We advise you to book as soon as possible so we can guarantee the finest accommodation at affordable rates.

##### **Group Bookings (from 11 rooms)**

To make a group booking (11 rooms or more), please send your request by e-mail to [hotelservices@rai.nl](mailto:hotelservices@rai.nl) so that our hotel consultant can assist you with your booking.

For more information, please contact:



##### **RAI Hotel Services**

PO Box 77777  
 1070 MS Amsterdam  
 Netherlands

**Tel:** +31 20 549 1927

**Email:** [hotelservices@rai.nl](mailto:hotelservices@rai.nl)

**Please note: RAI Hotel Services is the only official accommodation agency for the Stuttgart automotive events. Other agencies that contact you may be a scam.**

#### Hotel Booking Scam

Our exhibitions and conferences are also the target of hotel scams. Scammers call or email attendees and exhibitors, claiming to represent UKi Media & Events and its associated events, and encourage our customers to book rooms using fake promotion codes at a variety of hotels close to the venue.

RAI Hotel Services is the only official accommodation agency and the only third-party company that may send emails or place phone calls to individuals in order to promote specific accommodations. For more information regarding accommodation, please visit the 'Travel & Hotels' section on the event website or contact RAI Hotel Services.

#### ORGANIZER

##### Automotive Testing Expo 2020

##### Automotive Interiors Expo 2020

##### Global Automotive Components and Suppliers Expo 2020

##### Autonomous Vehicle Technology Expo 2020

UKi Media & Events

Abinger House

Church Street

Dorking

Surrey RH4 1DF

UK

**Tel:** +44 1306 743744

#### Contacts

Annika Gleichmann - Exhibition Operations Director

Nicola Pfann - Exhibition Operations Manager

Cassie Brown - Exhibition Operations Manager

#### Email:

**Automotive Testing Expo 2020:** [atxeu@ukimediaevents.com](mailto:atxeu@ukimediaevents.com)

**Automotive Interiors Expo 2020:** [interiors@ukimediaevents.com](mailto:interiors@ukimediaevents.com)

**Global Automotive Components and Suppliers Expo 2020:** [gacs@ukimediaevents.com](mailto:gacs@ukimediaevents.com)

**Autonomous Vehicle Technology Expo 2020:** [avt@ukimediaevents.com](mailto:avt@ukimediaevents.com)

#### Organizer's Office Opening Hours:

Sunday, June 14, 2020	08:00 – 18:00
Monday, June 15, 2020	08:00 – 20:00
Tuesday, June 16, 2020	08:00 – 17:00
Wednesday, June 17, 2020	09:00 – 17:00
Thursday, June 18, 2020	09:00 – 17:00

#### Exhibitor Services Opening Hours: Entrance East

Sunday, June 14, 2020	08:00 – 19:00
Monday, June 15, 2020	08:00 – 20:00
Tuesday, June 16, 2020	08:00 – 17:00
Wednesday, June 17, 2020	09:00 – 17:00
Thursday, June 18, 2020	09:00 – 18:00

#### Exhibitor Services Opening Hours: Entrance West

Sunday, June 14, 2020	08:00 – 17:00
Monday, June 15, 2020	08:00 –

	20:00
Tuesday, June 16, 2020	08:00 – 12:00

## INSURANCE

Each exhibitor must have adequate, multi-risk insurance that covers property, equipment and third parties. Every reasonable precaution will be taken by the organizer to ensure the security and safety of the exhibition hall and adjacent areas and the contents thereof. However, the organizer cannot be held responsible for any loss or damage that may befall the person or property of the exhibitors from any cause whatsoever. While the organizer is insured for public liability, it is the responsibility of each exhibitor to take up cover in regard to:

- A. Exhibits and contents of booth against loss or damage by theft, fire and any other natural calamities, or any cause whatsoever
- B. Expenses incurred due to abandonment or postponement of the exhibition
- C. Bodily injury or illness to their representative or agent, or visitors in their booth area
- D. Any other liability due to the negligence, inadvertence or misbehavior of the exhibitor and/or their workmen, staff, representatives or agents

**NB. When the show officially closes on Thursday, June 18 at 17:00, security will cease. Please therefore ensure that you have made suitable security arrangements for equipment left in your booth area during the dismantling period. Any exhibitor who wishes to order a security guard for their booth should complete and return the appropriate form (see below).**

Please [click here](#) for the Insurance Form.

Please [click here](#) for the Guard Services Order Form.

## PHOTOGRAPHY & VIDEO FOOTAGE

The organizers reserve the right to use any or all photos taken during the exhibition by the official photographer for the purpose of marketing or other promotional activity. Exhibitors who would prefer their booth photos not to be used should send this request by email to:

**Automotive Testing Expo 2020: [atxeu@ukimediaevents.com](mailto:atxeu@ukimediaevents.com)**  
**Automotive Interiors Expo 2020: [interiors@ukimediaevents.com](mailto:interiors@ukimediaevents.com)**  
**Global Automotive Components and Suppliers Expo 2020: [gacs@ukimediaevents.com](mailto:gacs@ukimediaevents.com)**  
**Autonomous Vehicle Technology Expo 2020: [avt@ukimediaevents.com](mailto:avt@ukimediaevents.com)**

## PRESS & PUBLIC RELATIONS

We work hard as event organizers to build strong relationships with specialist trade press, as well as regional and national media, to make sure that our shows, and our exhibitors, get maximum exposure.

We also encourage all exhibitors to join the PR and marketing campaign by taking a proactive approach before, during and after shows.

### Generating PR Ahead of the Event

There are lots of opportunities for you as an exhibitor to showcase your products and services in the build up to a show. To help, think about the following, and how it could be linked to your presence at the show:

- Have you recently launched a new product, service or technology? Do you plan to do so at the show?
- Has the company recently achieved a sales record, landed a contract win, or announced financial results?
- Are there any special promotions you are currently running?
- Has the company taken on any new members of staff or made any interesting recent investments?

If you are interested in taking part in one of our pre-show emailer marketing campaigns to showcase your company news, please email Anthony James (Expo News, Media and Promotions Director): [anthony.james@ukimediaevents.com](mailto:anthony.james@ukimediaevents.com).

### Press Packs and Releases

All exhibitors should come equipped with a press release for the media, but a comprehensive press pack is ideal. Press material can both be placed in the show's dedicated media center on-site and retained by your organization for additional distribution to media visiting your booth.

### Interviews and Press Conferences

Exhibitions provide the perfect platform for direct contact with the media in your industry. Your company spokespeople should ideally be media trained, or at the very least should be well prepared and provided with a list of key messages to communicate during the event.

Interviews should be offered to the media – and set up – in advance of the event, in order to enable more precise planning. We can assist with this if required.

Exhibitions also present the perfect opportunity to organize a press conference. These can take the form of an informal media gathering on your booth, or a larger, formal presentation in dedicated facilities with full audio-visual support. We can assist you with press conference planning and media invitations if required.

### Social Media

If tweeting or posting about your participation at the Stuttgart automotive shows on social media, please use the following event hashtags:

Automotive Testing Expo: **#AutoTestEurope**  
 Automotive Interiors Expo: **#AutoIntExpo**  
 Autonomous Vehicle Technology Expo: **#avtexpostuttgart**

You can also find us on Facebook and Twitter:

Automotive Testing Expo: **@AutoTestExpo**  
 Automotive Interiors Expo: **@AutoIntExpo**  
 Autonomous Vehicle Technology Expo: **@avtexpo**

For assistance with any PR requirements, please contact the media team at: **media@ukimediaevents.com**.

## SECURITY

The organizer has arranged for security guards to patrol the exhibition during the day and for the halls to be fully locked each night. However, exhibitors are advised to take precautions against theft and to be vigilant at all times. This is especially important during build-up and breakdown when there are a lot of people entering and exiting the halls.

The organizer does not accept responsibility for missing items and exhibitors should insure against loss. Any items believed to have been stolen must be reported immediately to the organizer's office as it will be necessary to complete an official report.

If you wish to hire an individual security guard for your booth, please complete and submit the **Security Order Form** at least four weeks prior to the event.

In addition to being cautious, exhibitors should take care to protect their possessions in their absence, particularly at night when their booth is not staffed. During these hours, there are people in the building – cleaning crews, maintenance personnel, exhibitors who need to work late, etc. It is not overly difficult for a thief to take advantage of the presence of these legitimate workers.

**NB: When the show officially closes on Thursday, June 18, 2020, security will cease. Please therefore ensure that you have made suitable security arrangements for equipment left in your booth area during the dismantling period.**

### Security Tips

DO NOT ship display material directly to Messe Stuttgart for receipt and storage. Most exhibition centers do not have adequate secure storage space, nor can they take on the added responsibilities of insuring your property against theft. All exhibit materials should be sent to the official freight forwarding and on-site handling contractor for the event both for safekeeping and delivery to the proper location at the proper time.

- DO ship exhibit materials in sturdy containers, which do NOT indicate contents. Your company name and address, the name of the event and your booth number should be clearly marked on all boxes and crates.
- DO NOT leave unpacked display material unattended during setup or dismantling hours. Make sure shipping containers are EMPTY prior to being sent to storage during the event. During dismantling, pack, seal and address all containers and consign them to the on-site handling agent for return shipment BEFORE leaving your booth.
- DO securely fasten lightweight, high theft-risk items such as laptop computers, tablets, cameras, audio-visual equipment, etc, using tethers or lock them away. Personal items of value should never be left in an unattended booth. Small items should not be left out where people can easily take them.
- NEVER leave laptop computers, mobile phones, tablets, etc, unattended – even for a few minutes.
- DO NOT store items of value behind your booth or under a counter or table. Keep all brochures and sales material at the front of your booth so you never have to turn your back on your customers. Your booth can get very busy; it is at times like this that losses may occur.
- DO lock up high theft-risk items overnight or take them with you at the end of each day. If this is not possible and you require a booth security officer, please complete the Security Order Form or contact the organizer's office on-site.

## EXHIBITOR DIRECTORY OF SERVICES, SHOW GUIDE LISTING & SHOW NEWS

### Three-steps to your successful show promotion

#### 1. Exhibitor Directory of Services (excluding Automotive Interiors Expo)

A directory of products and services will be included within the official printed edition of the onsite show guide, as well as on the official exhibition website. The directory is a very useful tool for attendees seeking potential new partners in specific market sectors. Please ensure you select the categories most relevant to your company's products and services as soon as possible to ensure you are fully searchable via to the exhibition website.

Please submit **1. EXHIBITOR DIRECTORY OF SERVICES NOW!**

#### 2. Exhibitor 100-word Listing for Show Guide and Exhibition App

All exhibitors should provide their company name, contact details and 100-word company description for publication in the show guide and official exhibition app. The description should introduce your company to those who may not be familiar with what you do. It is also recommended that you include the contact details of the main sales representative within your booth.

Please submit your entry in both English and German no later than May 1, 2020. Should you be unable to provide your submission in German, we will translate it free-of-charge for you. Entries received after April 13, 2020, will not be translated into German and will be published in English only.

Please submit your **SHOW GUIDE ENTRY** no later than May 1, 2020. Please note that we are not able to guarantee the inclusion of any entries received after this date.

If we do not receive an entry for you, we will automatically add your address details as provided on your booth space agreement. Therefore, please ensure we have your correct contact information.

Please note that it is the responsibility of the main exhibiting company to pass login details to any companies they may be sharing their space with, so that

they may make their own show guide entry.

#### SHOWGUIDE SCAM WARNING

3. Exhibitor Show News feature within Official Show Guide

All exhibitors are invited to share their SHOW NEWS: If you have a NEW product or service you are launching at the event, or an update to an existing solution, please send 200 words and at least one hi-res JPEG photo to the Show News team, via [testingnews@ukimediaevents.com](mailto:testingnews@ukimediaevents.com).

*Please ensure you provide copy that will entice visitors to your booth, by clearly describing the new products or solutions that will be on display, and their key advantages. All submissions will be edited for style and newsworthiness.*

As well as appearing in the show guide, your news might also appear on the official event website.

**For any further questions, contact a member of the show news team:**

**Anthony James**

*Expo News Director*

[anthony.james@ukimediaevents.com](mailto:anthony.james@ukimediaevents.com)

**Christine Velarde**

*Expo News Editor*

[christine.velarde@ukimediaevents.com](mailto:christine.velarde@ukimediaevents.com)

*Please note: We cannot guarantee inclusion, but an early submission that contains a genuine, newsworthy development will be very persuasive!*

#### BOOTH CHECK FORM – PERMISSION TO BUILD

As this exhibition is a space-only exhibition, exhibitors must notify the organizer of their booth plans and the details of any such contractors or agents, by completing the **Booth Check Form** by **May 4, 2020**.

It is compulsory for ALL exhibitors to complete the Booth Check Form. Please note that by submitting the Booth Check Form, you are agreeing to the terms and conditions as stipulated in the form.

**Please check the maximum build height allowed under the Hall Technical Information section of the manual.**

**Please note that a permission to build will only be issued once all documentation has been checked and approved.**

#### Official booth packages, shell schemes and pop-up booths 2.5m and under

If you are planning to hire an official shell scheme package from Messe Stuttgart services or use a pop up with a height of equal to or less than 2.5 meters, please select 'Shell scheme booth and pop-up displays under 2.5m' on the Booth Check Form. **Please note this is not an order form for the shell scheme.**

Exhibitors using pop-up displays are advised to order flooring from the official contractor. We would also advise that you consider hiring shell scheme wall panels as we cannot guarantee the condition of the rear of any neighboring walls.

#### Booths with any part of the build, signage or display above 2.5m

Any booth of more than 2.5m at any point of the build or display, and booths with two floors, raised floors or stairs must complete the Booth Check Form and select 'Space-only booths and pop-up displays over 2.5m' and ensure that copies of detailed structural plans as per the requirements above, as well as a risk assessment and method statement, are submitted using the Booth Check Form. Please note that if you intend to build your own booth and do not submit plans you will not be able to commence build-up on-site.

Any submitted plans should be to a recognized scale of no less than 1:50 and they should include an elevation showing all graphic details, construction and suspension / rigging heights.

#### Failing to Submit a Booth Check Form

If an exhibiting company fails to submit a Booth Check Form by the deadline given and the resulting design or build affects the neighbor, venue or organizer, all associated costs, such as new banners, paint, labor, pillar covering, hanging costs, etc, will be charged to the late submitting exhibitor. This will not be applied if a company books their booth after the deadline. No exhibition booth may be built without the acceptance of the organizer.

#### VENUE & DATES

##### Venue:

Messe Stuttgart

Messeplazza 1

70629 Stuttgart

Germany

**Tel:** +49 711 18560 2444

**Fax:** +49 711 18560 2623

**Email:** [sms@messe-stuttgart.de](mailto:sms@messe-stuttgart.de)

**Website:** [www.messe-stuttgart.de](http://www.messe-stuttgart.de)

For more information on getting to the venue, please [click here](#).

Please note that security will be on-site and bag searches will be carried out for your safety.



**Please do not use this address for freight deliveries; please contact the official freight agent: European International Fairs Ltd.** If you are planning to send small packages via courier, we would advise that you send them to your hotel to minimize the risk of misplacing the package at the venue. For more information on deliveries to the venue, please [click here](#).

**Dates:**

June 16, 17, 18, 2020 (PLEASE NOTE THIS IS A TUESDAY TO THURSDAY SHOW)

**VENUE TECHNICAL GUIDELINES & ACCESS INFORMATION****Technical Guidelines / Technische Richtlinien**

- [Click here](#) to view the Technical Guidelines in English.
- Für die Technischen Richtlinien bitte [hier klicken](#)

**Exhibition of Vehicles and Notification to Exhibit Vehicles / Merkblatt und Anzeige zur Ausstellung von Kraftfahrzeugen**

- [Click here](#) to view the Exhibition of Vehicles information and Notification to Exhibit Vehicles.
- Für die Merkblatt und Anzeige zur Ausstellung von Kraftfahrzeugen bitte [hier klicken](#)
- [Click here](#) to view the Fact Sheet for Vehicles in the Exhibition Hall and ICS International Congress Center Stuttgart.
- Fahrzeuge in der Halle und im ICS Internationales Congresscenter Stuttgart bitte [hier klicken](#)

**House Regulations / Hausordnung**

- [Click here](#) to view the House Regulations in English.
- Für die Hausordnung in Deutsch bitte [hier klicken](#)

**General Terms and Conditions / Allgemeine Geschäftsbedingungen**

- [Click here](#) to view the General Terms and Conditions.
- Für die Allgemeine Geschäftsbedingungen bitte [hier klicken](#)

**Access Information:**

- [Click here](#) to view the Access information in English.
- Für die Anfahrt bitte [hier klicken](#)

**BOOTH FITTING MATERIALS WASTE****Preliminary Remarks**

Messe Stuttgart (LMS) pursues the objective of a "clean trade fair centre" during all its activities and acting as such. This also applies, in particular, to waste disposal. The measures taken to achieve this objective relate to the company's own activities and the activities of its exhibitors or exhibitors' representatives. For this purpose, it is also necessary to extend the objectives of LMS for its own activities and the agreements concluded with customers of LMS to the group of companies and persons who work on behalf of customers of LMS. If customers of LMS have given an undertaking in the concluded agreements to comply with this objective, they must also ensure that they transfer the obligations entered into with LMS to their commissioned representatives through additional agreements with the latter. To make things more convenient, LMS provides a waste disposal service:

**The following regulations apply in particular:**

1. The obligation to dispose of waste shall be based on the causative principle. According to this principle, everyone shall therefore be obliged to immediately dispose of the waste which he produces at LMS. He shall therefore pay the costs for all waste disposal services which relate to his waste on his exhibition stand or on the grounds of LMS.
2. After the service partner of LMS has been commissioned to perform the waste disposal services offered by LMS, the service partner shall carry out this work.
3. Waste which has not been commissioned for disposal by the service partner of LMS may never be stored outside the rented stand areas. If, however, waste is stored in aisles or on the grounds of LMS, it shall be removed immediately by the service partner at the exhibitor's expense in return for a higher fee of 190 EUR for each commenced cubic metre. The increased fee of 190 EUR/m<sup>3</sup> will also be levied for waste which has not been commissioned for disposal and is left by the exhibitor on the hired stand area after the end of stand dismantling.
4. Dust and shavings from sawing, milling and grinding work shall be collected using dust filter bags or dust extractors. These materials represent an increased risk of accident and fire. This provision shall apply, in particular, to any wood waste that is produced.
5. No empty cardboard boxes may be stored in the exhibition halls.
6. On the evening of any day in which exhibition stands are erected or dismantled, all waste shall be removed from the hall by 18.00.

Due to the objective of a "clean trade fair centre", these measures are also used, for example, to prevent accidents and fires. This also means that they optimise the procedures in the exhibition halls. Exhibitors are therefore obliged to comply with these guidelines, which form an integral part of the contract concluded with LMS. Exhibitors must also impose the same obligation on their representatives. If these guidelines are infringed by exhibitors or their representatives, exhibitors will be liable to LMS. Please read the Technical Guidelines of LMS in this respect.

If you have any questions regarding waste disposal, please contact our service partner directly for further information.

**Tel.** +49 711 18560-3708

Please [click here](#) to complete and submit your Waste Disposal Form.

We thank everyone involved for their support. Landesmesse Stuttgart GmbH

## WATER CONNECTIONS

Water and waste supply to the booths in the halls is via floor channels and/or floor-mounted connectors. If you require this service, it is important that you contact the official contractor as soon as possible so that they can advise you of the nearest connection point.

Whilst each exhibitor is required to allow access to the water/waste supply points which fall within or close to their allocated booth space, if your nearest connection is contained in or subsequently affects a neighboring booth, you will be required to contribute to the associated costs (for example, a raised floor). Responsibility for paying for extra costs should be agreed between exhibitors in advance. Please contact the organizer or official contractor for further assistance with this.

Please be aware that in rare cases the above might apply to power connections, although raised floors are not usually required to enable connection.

## HEALTH & SAFETY INFORMATION

### Your health and well-being and Coronavirus update:

Please [CLICK HERE](#) for Automotive Testing Expo

Please [CLICK HERE](#) for Automotive Interiors Expo

Please [CLICK HERE](#) for Global Automotive Components & Suppliers Expo

Please [CLICK HERE](#) for Autonomous Vehicle Technology Expo

We endeavor to maintain high standards of health and safety and require exhibitors and contractors to undertake their work in a safe way that does not put themselves or others at risk.

We reserve the right to require the removal from the premises of any persons who do not comply with our requirements, or who put themselves or others at risk. The organizer similarly reserves the right to require the removal of any machinery, equipment or material that, in their opinion, is dangerous when used in the way intended.

All personnel and contractors employed by you must be provided with the necessary information, instruction, training and supervision in health and safety matters before coming on-site.

### You must give due thought and consideration to the following areas before and during your time on-site:

- Fire and emergency procedures and the location of the First Aid Center. All staff must be notified of these procedures.
- It is necessary to keep specific gangways clear during build-up/breakdown and throughout the show open days for emergency evacuation purposes.
- Working at height must always be done in a safe manner, using suitable equipment in the approved way, e.g. scaffold towers, hard hats, etc.
- All mechanical lifting equipment, i.e. forklift trucks, cranes, etc, must be operated by the official contractor only – no one else will be permitted to drive or operate machinery of any description in the loading bays or exhibition halls.
- Personal protective equipment should be used if other protective measures are unrealistic and employees must be trained in its use and limitations.
- Portable power equipment should only be used for the purpose for which it is designed, with safety guards and devices fitted and used. Power leads must be kept to a minimum and must not be laid across gangways. Power requirements must not overload the system order. Such equipment must never be left unattended with power supplied to it. Please do not create a floor hazard at any time.
- All staff must be trained to ensure safe working practices and good housekeeping is maintained in all work areas, minimizing hazards.
- All exhibitors who are not hiring a Shell Scheme must submit a full Risk Assessment and Method Statement with their Booth Check Form. Templates for these can be downloaded via the **Booth Check Form** or by visiting the Booth Check Form information page in the Important Exhibitor Information.

## SCAM WARNING

### Attendee List Email Scam

Emails are circulating that offer to sell attendee lists for our exhibitions and conferences. These emails are sent by scammers either impersonating UKi Media & Events or appearing to be a legitimate company associated with UKi Media & Events.

Note that UKi Media & Events never sells or shares its exhibitor or attendee lists. It is not possible that they have our attendees' details. We have never authorized a third-party to distribute or sell any lists related to our events and never will. Statements claiming to offer our attendee lists are thus fraudulent.

If you receive emails that propose to sell attendee lists, do not engage with the sender and delete the message immediately.

### Hotel Booking Scam

Our exhibitions and conferences are also the target of hotel scams. Scammers call or email attendees and exhibitors, claiming to represent UKi Media & Events and its associated events and encourage our customers to book rooms using fake promotion codes at a variety of hotels close to the venue.

RAI Hotel Services is the only official accommodation agency and the only third-party company that may send emails or place phone calls to individuals in order to promote specific accommodations.

For more information regarding accommodation, please visit the 'Travel & Hotels' section on the event website or contact RAI Hotel Services.

**RAI Hotel Services**

PO Box 77777

1078 GZ Amsterdam

The Netherlands

**Tel:** +31 20 549 1927**Email:** [hotelservices@rai.nl](mailto:hotelservices@rai.nl)**Showguide Scam**

It has been brought to our attention that our exhibitors are being approached to promote their participation at the show in 'Expo Guide'. The letter is written to be misleading and what appears to be an offer of a FREE listing will actually cost your company a significant amount of money. We do not endorse this 'guide' and we urge you to disregard any correspondence you may receive in relation to an 'Expo Guide'.

If you are contacted by 'Expo Guide', or any other related association, we suggest that you do not progress the conversation any further, and that you contact us immediately to inform us of the approach.

The AEO (Association of Event Organisers, United Kingdom) is aware of these scams and has the latest developments on these threats on its website. Please [click here](#) for more information.

**Misrepresentation as Official Contractors or Service Providers**

Numerous instances of dubious practices by third-party companies have been reported, including some in the transportation, audio-visual, display rental and installation and dismantling sectors. These companies misrepresent themselves as official contractors and use the strength of our show's brand without sufficient benefit to exhibitors for what they charge. Often, these companies will not deliver the promised services or will deliver poor-quality products and services with minimal customer service. Additionally, these companies may not be present at the show site to assist with any issues, thus causing you more headaches and costs.